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Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

September 6, 2006

TO: PROJECT COORDINATOR
*CALIFORNIA NUTRITION NETWORK FOR HEALTHY, ACTIVE
FAMILIES (NETWORK)*

SUBJECT: PROGRAM LETTER #06-05
IMPLEMENTATION OF THE CALIFORNIA DEPARTMENT OF
EDUCATION'S SHAPE CALIFORNIA APPROACH.

This letter provides you with clarification on the *Network's* requirement for Local Incentive Award (LIA) school districts and county offices of education to implement the California Department of Education's (CDE) SHAPE (Shaping Health as Partners in Education) California approach. These clarifications bring the *Network's* LIA Program Guidelines Manual into compliance with United States Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) federal fiscal year (FFY) 2007 LIA Plan guidance. All program letters referred to in this letter are posted on the Cancer Prevention and Nutrition Section website at <http://www.dhs.ca.gov/ps/cdic/cpns/network/programletter.htm>.

- 1. LIA Program Guidelines Manual Section III.701 states that the *Network* requires the SHAPE California approach be implemented by all school districts receiving LIA contracts.** On August 2, 2004, an e-mail was sent to all LIAs clarifying that this requirement also included county offices of education (COE) and those districts receiving *Network* benefits through the COEs. It reiterated that the *Network* highly recommends that other non-school based LIA contractors working with school districts encourage their districts to implement the SHAPE California approach as well.

CLARIFICATION: None

2. LIA Program Guidelines Manual Section III.702 specifies requirements that school districts and COEs agree to when applying for and/or accepting *Network* funding.

a. Implement Guideline #1 (LIA Program Guidelines Manual Section III.703): Incorporate the following strategies focusing on nutrition education/physical activity promotion and access to federally funded nutrition assistance programs into the Scope of Work (SOW) submitted to the *Network*:

- i. Promoting student nutrition education and physical activity

CLARIFICATION: None

- ii. Building and maintaining partnerships

CLARIFICATION: None

- iii. Marketing

CLARIFICATION: None

- iv. Promoting access to food and offering healthy foods on school campus

CLARIFICATION: Please review CDHS Program Letter 05-01 (May 5, 2005) which states *Network* contractors are able to do Food Stamp promotion activities in their contract as part of nutrition education. This letter also specifies that direct certification requirements and other Food Stamp Outreach expenditures are not reimbursable through FSNE. Provision of healthy foods on school campuses is also beyond the scope of FSNE funding while promotional activities are not.

- v. Providing professional development opportunities

CLARIFICATION: None

- vi. Implementing nutrition policies

CLARIFICATION: Please review CDHS Program Letter 06-02 (June 13, 2006) which states FSNE contractors are encouraged to participate in, but not lead, school wellness committees or school health councils.

- b. Implement Guideline #2: Commit to actively implement the SHAPE California approach in accordance with the SHAPE California Letter of Commitment.** This form documents the commitment of the school district or COE to (1) actively implement the SHAPE California approach; (2) submit specified documents as part of the *Network's* annual Funding Application Packet; and (3) attend two, one-day SHAPE California regional meetings per year.

CLARIFICATION: Effective October 1, 2006, the *Network* will co-sponsor, with CDE, the spring SHAPE California meeting each year. As a *Network*-sponsored meeting, LIA contractors are required to attend and may be fully reimbursed for this meeting. Proration of travel costs will not be required. The fall meetings will be non-*Network* sponsored. If FSNE-funded staff wish to attend, reimbursement for the fall meetings will be subject to the *Network* procedures for non-*Network* sponsored travel. This includes identifying the percentage of Full Time Employee for each staff person attending and determining the percentage of the meeting content that is FSNE allowable. Enclosed is the current "Request Form for Non-*Network* Sponsored Travel."

This change will impact the SOW and/or budget for LIAs required to implement the SHAPE California approach, but it does not change the district's agreed-to annual commitment for participation in two, one-day regional SHAPE California meetings. The *Network* will not be amending current SOWs to adjust to these changes, but will revise SOWs as they are renegotiated.

The *Network* recognizes the value and effectiveness of the SHAPE California approach and acknowledges the vital role that building and maintaining partnerships plays in its success. However, to ensure compliance with recent findings from USDA administrative review, promote increased opportunities for cross-program collaboration, and support CDE's commitment to create healthier school food environments, the *Network* is reducing its sponsorship so the fall SHAPE California meetings may be free to focus on the FSNE non-allowable aspects of school nutrition operations. Communications about the fall meetings will continue to be provided. This will enable FSNE-funded staff to encourage and support other district staff to actively participate in these meetings and other efforts to implement the SHAPE California approach.

- c. Implement Guideline #3: Maintain the district's status as a National School Lunch Program sponsor in good standing.**

CLARIFICATION: The intent of this guideline is to ensure that USDA/FSNE funds supporting school-based nutrition education are directed to those districts that meet the programmatic and fiscal accountability requirements set forth in the Coordinated Review Effort administered by CDE's Nutrition Services Division. LIA staff only need to be aware of the status of districts they serve.

Project Coordinator
Page 4
September 5, 2006

If you have any questions about this change, please contact your assigned Program Manager or Nutrition Education Coordinator.

A handwritten signature in black ink, appearing to read "Susan B. Foerster", followed by a horizontal line.

Susan B. Foerster, M.P.H., R.D., Chief
Cancer Prevention and Nutrition Section

Enclosure